

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State Zip Code

\_\_\_\_\_  
Phone Number

**Petitioner appearing without a lawyer**

**MONTANA** \_\_\_\_\_ **JUDICIAL DISTRICT COURT**  
\_\_\_\_\_ **COUNTY**

In re the Marriage of:

\_\_\_\_\_,  
Petitioner (you),

and

\_\_\_\_\_,  
Respondent (your spouse).

**Case No:** \_\_\_\_\_  
(leave blank, the clerk will complete)

**Notice and Acknowledgment  
of Service by Certified Mail  
of Summons and Petition for  
Dissolution of Marriage With Parenting  
Plan for Minor Children**

**NOTICE To:** (your spouse's name) \_\_\_\_\_, Respondent:

I am serving the following documents according to the rules of civil procedure.  
You can find the rules at the Montana Rules of Civil Procedure Rule 4(D)(3)(A):

- ☒ Summons and Temporary Economic Restraining Order
- ☒ Petition for Dissolution of Marriage With Children
- ☒ Petitioner's Proposed Parenting Plan
- ☒ Petitioner's Declaration Income and Expenses
- ☒ Petitioner's Proposed Property Distribution.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_



## You were sent papers in the mail, now what?

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### Why is my name on these papers?

- ∞ You are named in a family law case.
- ∞ A petition to dissolve your marriage and to get a parenting plan was filed in district court.

### Why did I get these papers in the mail?

- ∞ Your spouse is trying to serve you without having to use a sheriff or other process server.

**IMPORTANT:** Keep a copy of these papers for your records.

### I don't want to have a sheriff serve me, what can I do?

- ∞ Fill out the acknowledgment part of this form;
- ∞ Put it in the enclosed stamped return envelope;
- ∞ Return it to your spouse within 20 days after the date it was mailed.

### What does it mean if I fill out and return the acknowledgment?

- ∞ Filling out and returning the acknowledgment means that you received these papers.
- ∞ It doesn't mean that you agree with what is in the petition or parenting plan.

### If I fill out and return the acknowledgement, do I need to do anything else?

- ∞ You must submit a written response to the court and your spouse within 21 days. If you don't submit a written response, the court may decide against you without being heard.
- ∞ You must pay a fee to submit your written response, or ask the court to waive the fee if you are low income.

## What happens if I don't fill out and return the acknowledgment?

- ∞ If you don't fill out and return the acknowledgment within 20 days after it was mailed:
  - You will be served with these papers by the sheriff or other process server.
  - You may have to pay the costs of serving you.

## Where can I get help?

- ∞ The Montana State Law Library website has Montana State Supreme Court Opinions, the Montana Code, forms, and links to

other helpful web sites.

- ∞ **Helpful Tip:** There is an "Ask the Librarian" button on this web site. Law Librarians can't give you legal advice. But, they can help with information on legal research and procedure.
- ∞ The web site is:  
[courts.mt.gov/library](http://courts.mt.gov/library)
- ∞ The toll free phone number is 800.710.9827.
- ∞ You can also visit a Court Help Center. Visit [courts.mt.gov/selfhelp](http://courts.mt.gov/selfhelp) to find the center near you.
- ∞ You may find more information at [www.MontanaLawHelp.org](http://www.MontanaLawHelp.org)

**CERTIFICATE OF MAILING**

On \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I sent by certified mail, postage prepaid, the following documents:

- ☒ Two copies of this Notice and Acknowledgement of Service by Certified Mail and a stamped return envelope
- ☒ Summons and Temporary Economic Restraining Order
- ☒ Petition for Dissolution of Marriage With Children
- ☒ Petitioner's Proposed Parenting Plan
- ☒ Petitioner's Declaration of Assets, Debts, Income and Expenses, and Proposed Distribution
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

to Respondent at:

(mailing address)

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Date of Signature

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Petitioner Signature  
Appearing without a lawyer

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Print Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State Zip Code

\_\_\_\_\_  
Phone Number

**Petitioner appearing without a lawyer**

**MONTANA** \_\_\_\_\_ **JUDICIAL DISTRICT COURT**  
\_\_\_\_\_ **COUNTY**

In re the Marriage of:

\_\_\_\_\_,  
Petitioner (*you*),

and

\_\_\_\_\_,  
Respondent (*your spouse*).

Case No: \_\_\_\_\_

**Acknowledgment of Service  
by Certified Mail  
of Summons and Petition for  
Dissolution of Marriage With Parenting  
Plan for Minor Children**

I state that:

1. I am the Respondent in this case.

2. I accept service of the following documents:

☒ Summons and Temporary Economic Restraining Order

☒ Petition for Dissolution of Marriage

☒ Petitioner's Proposed Parenting Plan

☒ Petitioner's Declaration of Assets, Debts, Income and Expenses,  
and Proposed Distribution.

☐ \_\_\_\_\_

☐ \_\_\_\_\_

3. I received a copy of these documents on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

4. I understand the date I received these documents is the date I was served.

**MP-403 Notice and Acknowledgment of Service by Certified Mail**

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This form may be used for non-commercial purposes

**I declare under penalty of perjury and under the laws of the state of Montana that the information in this document is true and correct. I understand that it is a crime to give false information in this document.**

Date: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Your Signature: \_\_\_\_\_

Your Printed Name: \_\_\_\_\_